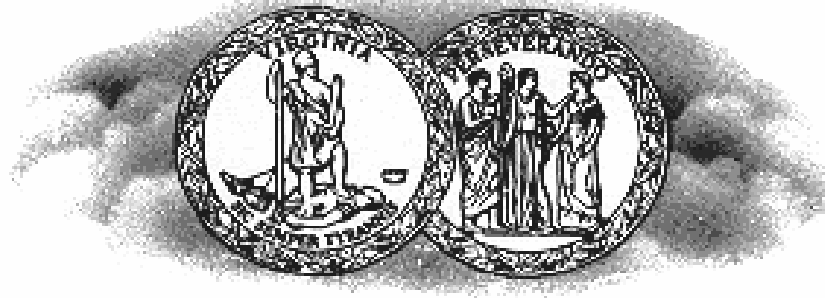


COMMONWEALTH OF VIRGINIA STATE CORPORATION COMMISSION



October 24, 2008

ADDENDUM NO. 2 – TO ALL BIDDERS:

Reference: IFB #SCC-08-014-CLK
Services: Printing and Distributing Monthly & Annual Notices
Dated: 10/14/2008
Bid Due Date: 11/5/2008, Until 2:00 PM

The above is hereby changed as follows:

1. Section V, Scope of Work/Specifications, paragraph 3, page 6 – Change to read:

Envelopes must be able to be processed by the United States Postal Service automated equipment. The Contractor shall ensure that their software that generates bar codes does not alter the address information supplied by the SCC. All return envelopes shall contain a preprinted mailing address (**provided by the SCC**) and Facing Identification Marks (FIM).

2. Section V, Scope of Work/Specifications, paragraph 13, page 8 – Change first sentence to read:

Two (2) weeks prior to the first mailing, the Office of the Clerk will provide the Contractor a check for postage made payable to **either the “Postmaster” or to the Contractor as determined by the SCC to best meet the needs of the SCC.**

3. Section V, Scope of Work/Specifications, paragraph 18, page 9 – Change to read:

The Contractor shall mail all notices directly to the Corporation’s, Limited Liability Company’s, or Limited Partnership’s registered agent using straight first class mail except for those mailings specifically designated as bulk mailings.

4. Section V, Scope of Work/Specifications, paragraph 26, D, Component (Return LLC Assessment Envelopes), Size, page 17 – Change to read: **8 ¾" x 3 7/8".**

5. Section V, Scope of Work/Specifications, paragraph 26, E, Component (Return LLC Notice of Impending Cancellation of Certificate Envelope), Size, page 18 – Change to read: **8 ¾" x 3 7/8".**

6. Section V, Scope of Work/Specifications, paragraph 26, F, page 18 – Change second from last word of Notice title from **“OF” to “IN”**.
7. Section V, Scope of Work/Specifications, paragraph 26, F, narrative, page 19 – Change to read:

If any domestic or foreign limited liability company fails to pay on or before December 31 of the year assessed the annual registration fee, the certificate shall be automatically canceled as of December 31 (Exhibit 6, page 69). **The mailing shall consist of an outgoing mailing envelope and a notice of cancellation of certificate one (1) page.** The 2007 mailing statistics for this Notice are shown in Exhibit 10, page 87.
8. Section V, Scope of Work/Specifications, paragraph 26, G, page 20 – Change specification on Return Assessment Envelopes to read:

Size: **3 7/8" x 8 7/8"**
Stock: **24# white wove with 5/8" gray bar printed on left edge**
Ink: Black on front and flap. Allow for full coverage on front.
9. Section XI, Appendix B, Bidder Data Sheet, Financial Information, #7, page 33 – Change title of required report to read **“Comprehensive Insight Plus Report”**.
10. Section X, Pricing Schedule, Appendix E, page 40, provided the basic IFB and in Addendum #1, is hereby replaced in its entirety with the attached replacement page. It clarifies the unit size as **“M”** (representing 1,000), updates column heading to read **“Estimated # of Units Per Year”**, **separate item #2 into two items and updates the stated quantities.**

Note: A signed acknowledgement of this addendum must be received at the location indicated on the IFB either prior to the bid due date and or attached to your bid. Signature on this addendum does not substitute for the signature on the original IFB document. The original IFB document must be signed.

Jim Warren, VCO
Senior Procurement Analyst
State Corporation Commission
Office of Commission Comptroller
1300 E. Main Street, 7th Floor
Richmond, VA 23219
Phone: 804-371-2123

Name of Firm

_____/_____
Signature/Title

Date

APPENDIX E
PRICING SCHEDULE

The Contractor shall provide the printing and mailing services as specified herein at the prices as stated below:

Note: “M” represents a quantity of 1,000

Monthly Notices			
1.	Notice of Assessment of Annual Registration Fee/Annual Report		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	220M		
2.	A. Notice of Impending Revocation/Termination for Delinquent Fee		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	43M		
	B. Notice of Impending Revocation/Termination for Delinquent Annual Report		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	54M		
3.	Notice of Revocation/Termination for Delinquent Fee/Annual Report		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	23M		
Annual Notices			
4.	Limited Liability Company Annual Registration Fee Notice		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	181M		
5.	Limited Liability Company Notice of Impending Cancellation of Certificate		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	43M		
6.	Notice of Cancellation of Domestic Limited Liability Company Existence or Cancellation of Certificate of Registration to Transact Business in Virginia:		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	23M		
7.	Limited Partnership Annual Registration Fee Notice		
	Estimated # of Units Per Year:	Unit Cost Per 1000:	Extended Cost:
	10M		
GRAND TOTAL			